

# **GEOGRAPHIC AREA TRAINING REPRESENTATIVES**

## **FINAL CHARTER**

November 16, 2000

### **I. Name**

The group will be named the Geographic Area Training Representatives hereinafter known as the Representatives.

### **II. Authority**

The group of Representatives has been established pursuant to the charter authority granted by individual Geographic Area Coordinating Groups or the primary agencies that assign training responsibility.

In general, each Representative will respond to a board of directors within the respective Geographic Area. This may be in the form of a Geographic Area Training Working Team, Steering Committee, or in another configuration. However, for the purpose of Geographic Area coordination, information and recommendations associated with training implementation and evaluation will be passed on to the Training Working Team (TWT) that represents the National Wildland Coordinating Group (NWCG).

### **III. Purpose**

The purpose of the Representatives is to assist in the implementation, coordination and evaluation of fire management training programs for Federal and State agencies. Individual representatives may function as part of a working group and be assigned specific tasks as determined by the consensus of the Representatives.

### **IV. Membership**

The GATR will be composed of one representative (elected by the Geographic Area Working Team, Steering Committee, or other approving authority for a Geographic Area training group) from each Geographic Area. They will be knowledgeable in fire management training delivery and will represent an interagency group from their Geographic Area. The core members will serve as the voting members of the GATR and will be reviewed annually. Additional Agency, state and local members can be included as appropriate through the consensus of the representatives and approval of the Chairperson.

The membership will also include specialized members to assist in an advisory capacity. Recommended members will include a BLM National Fire and Aviation Training Specialist, Office of Aircraft Services training representative, and the USFS Wildland Firefighter Apprenticeship Program Coordinator, Regional Fire Training Officers, and a NARTC representative. Advisory membership will be approved by a vote of the Representatives and will be reviewed annually.

## **V. Organization**

The Representatives serve under direction of their respective Geographic Area Coordinating Groups or primary agencies that assign responsibility for Training. The Representatives will provide a liaison to the NWCG - TWT as needed.

The Representatives will elect one member from the Representatives to serve as Chairperson. The Chairperson will serve for two years beginning at the end of the spring meeting and concluding at the end of the second annual spring meeting (i.e. begin Spring of 2000 and end Spring of 2002). It is through the Chairperson that the NWCG Training Working Team will relate to the Representatives. The Co-chairperson will be elected by the Representatives and will be responsible for all chairperson duties in the absence of the Chairperson.

## **VI. Authority of the Chairperson**

The Chairperson is authorized to convene meetings at such times and places as deemed necessary by the Representatives or in association with NWCG - TWT meetings. It is expected that meetings will be held to the minimum necessary to accomplish the defined purposes of the Representatives.

## **VII. Meetings**

Meetings should be scheduled and agendas provided to members in advance. The Representatives will meet with the NWCG Training Working Team in May of each year.

Cost of the meeting must be borne by the agencies that sponsor membership of the Representatives.

## **VIII. Responsibility**

The Representatives are responsible for developing a plan of action and/or a study plan to efficiently chart their direction and anticipated time frames. Additional responsibilities and procedures are outlined in the Geographic Area Training Representatives Operating Plan.

## **IX. Reports and Minutes**

An accurate summary of the actions taken at each meeting is required. Sufficient records of the Representatives business should be kept to analyze the performance of the Representatives and to keep aware of actions taken. The Chairperson shall insure that information on the Representatives activities, as a Group, is widely distributed. A logistics person is assigned to the group by the chairperson. The logistics person should be knowledgeable in fire management training delivery.

## **X. TASK FORCES:**

Ad-hoc committees may be established as special needs arise. Ad-hoc committees can be re-chartered annually and are subject to Representative review.